

**Parks Advisory Committee  
December 13, 2004**

Members Present: Janet Alexander, Emily Schue, Johnny Medlin, John Rosselli, Merle Bottge and Steve Davis

Members Absent: Damien Gilbert

Staff Present: Todd Winter, Loralyn Osborne and Christine Johnson

Guests Present: Howard Schussler, Assist. Director, Lane County Public Works

Janet Alexander, Vice-Chair, called the meeting to order at 5:30 p.m.

**I. Announcements/Agenda Modifications**

There were no announcements or agenda modifications.

**II. Approval of Minutes – November 8, 2004 Parks Advisory Committee Meetings**

Alexander asked that the minutes from the November 8, 2004 meeting be approved. Schue moved that the minutes be approved as mailed. Davis seconded the motion, and the vote was unanimous in favor.

**III. Public Comment (Maximum of 20 Minutes)**

There was no public comment at this time.

**IV. Tourism Special Projects Grant Program – Update: Loralyn Osborne**

Osborne stated that the Tourism Special Projects Grant program is open for 2005. She briefly described the program for those Committee members unfamiliar with it. Each year the Board of County Commissioners set aside a portion of the Transient Room Tax collected to make funds available for the Tourism Special Projects Grant program. Anyone in the County that has a project, such as a festival or brochure, which promotes tourism in Lane County, may apply for a \$5,000 or \$10,000 grant. A 10% cash match is required of each applicant. \$132,000 is available during this grant cycle. Each Commissioner appoints someone from his or her district to sit on the Tourism Council. The Council reviews the applications and makes recommendations to the Board. If any Committee member wishes to review the application packet, she has copies available.

**V. Volunteer of the Year Award – Update: Loralyn Osborne**

Osborne distributed a copy of the three nominees for this years Volunteer of the Year. These three people were nominated by Parks staff. A decision will be made at the next all staff, staff meeting on Wednesday. Rosselli suggested that we include the runners up in any information given to the media as well as give some sort of recognition, like a certificate signed by the Board or a letter from this Committee, for example.

Osborne also distributed Thank You cards to the Committee as well as 2005 pocket calendars.

**VI. Division Manager's Report – Todd Winter, Division Manager**

- **Thank You to John Rosselli:** Todd began by saying that John has served three four-year terms on the Parks Advisory Committee – for a total of 12 years. Todd and the Committee thanked John for all the dedicated commitment to the Parks Division and this Committee. And for going the extra mile when needed, such as going before the Board in support of important Park issues.
- **PM2 Position – Update:** Todd said that we have filled this position. Her name is Carolyn Young and she started December 6, 2004. She interviewed very well, and comes to us with experience with the Forest Service, private security, as well as two summers as a Seasonal Park Maintenance employee with us. She also represents the first full-time female Park Maintenance staff person in Parks.
- **Parks Master Plan – Update:** Todd said the Lane County Planning Commission as well as this Committee voted unanimously for approval of the public input process, which was presented to this Committee last month. Everyone who has been asked to serve on the Technical Advisory Committee (TAC) has said yes. Some of the agencies involved include Oregon State Parks, Willamalane, the Cities of Eugene, Florence and Cottage Grove, EWEB, Port of Siuslaw, the River Road Rec. District, etc. The TAC will probably have to meet only one time. Steve Hopkins will be adding some information on the Master Plan to our website, with links to maps, etc. We have also been getting Master Plan surveys back, and are developing an extensive mailing list. The City of Florence held a Parks Plan Scoping meeting in November, which Jana Sorenson and Celia Barry both attended. The City of Florence is exploring the possibility of creating a Parks & Recreation District there. Todd also said that they are in the process of structuring the financial plan and the resources inventory is about complete. We hope to have the rough draft of the Master Plan done by May 2005.
- **Ranger Training: Administrative Overview and Oregon County Park Ranger Academy – Update:** Todd stated that about a year ago we created the Ranger Credo and the Park Ranger Procedures Manual, which is really the first one in Oregon. Other Counties are now looking at what we've developed. Two weeks ago we held an Administrative Overview and invited other County Parks Directors, local park agencies, the Forest Service, BLM, Waste Management, Land Management, etc. They were provided an overview of our manual and Ranger program. In February 2005, we are going to host the Oregon Park Ranger Academy. This is a 40-hour program, which will cover such things as vehicle and campsite approach, pepper spray policy and procedures for animals, etc. Joe Pishionari, LCSO, is the trainer; he also was the person who helped develop our Ranger Program.

## VII. Good of the Order

Winter stated that with all the new people and other changes in Parks, we are starting to look at each policy and procedure to see what changes we can make to improve efficiencies. One of the things we are doing during the winter months, is having the Fern Ridge Zone staff report to the McKenzie Zone, and instead of working four 10's, the field staff will be working 8 to 5 Monday through Friday.

We've hired a part-time temporary office person to cover the front desk, answer phones and handle picnic reservations for the next nine months or so, to help with Christine's workload. John Baldwin came to us from the VA through a program managed by Chemeketa College that puts disabled veterans back into the workforce. The real nice thing about it is that it won't cost the Parks Division any money – the VA pays his wage.

Winter added that we are working real hard on our relationships with other organizations, the Corps of Engineers, other park agencies, for example – becoming good business partners again and working more cooperatively together.

Bottge asked if we had received any applications for the soon to be vacant position on this Committee. Christine told her that we have received only one application so far, but have two other possible applicants that we are checking into. Once we have the applications, we will need to form an interview panel and make a selection.

Rosselli added that he would like to see the Park Rangers dress more like Park Rangers than what they are currently wearing. Winter stated that the uniform is in the process of evolving.

**VIII. Adjournment:**

As there was no further business, the meeting was adjourned at approximately 6:30 p.m.

Submitted by Christine Johnson, Secretary